

June 2016



Work Readiness Workshops Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Marketing: 10 a.m. – 12 p.m. Job Search Branding: 1 p.m. – 3 p.m. Microsoft Word 10 a.m. – 12 p.m.**	2 Resume Writing: 10 a.m. – 12 p.m. Job Search Branding: 10 a.m. – 12 p.m.	3
6 Resume Writing: 10 a.m. – 12 p.m. PowerPoint 2: 10 a.m. – 12 p.m.**	7 Personal Branding: 10 a.m. – 12 p.m. Basic Computers: 10 a.m. – 12 p.m.**	8 Marketing: 10 a.m. – 12 p.m. Job Search Branding: 1 p.m. – 3 p.m. PowerPoint 10 a.m. – 12 p.m.**	9 Resume Writing: 10 a.m. – 12 p.m. Job Search Branding: 10 a.m. – 12 p.m.	10
13 Resume Writing: 10 a.m. – 12 p.m. Basic Computers: 10 a.m. – 12 p.m.**	14 Personal Branding: 10 a.m. – 12 p.m. Basic Computers: 10 a.m. – 12 p.m.**	15 Marketing: 10 a.m. – 12 p.m. Excel 10 a.m. – 12 p.m.** Job Search Branding: 1 p.m. – 3 p.m.	16 Resume Writing: 10 a.m. – 12 p.m. Job Search Branding: 10 a.m. – 12 p.m.	17
20 Resume Writing: 10 a.m. – 12 p.m. Excel 1: 10 a.m. – 12 p.m.**	21 Personal Branding: 10 a.m. – 12 p.m. Basic Computers: 10 a.m. – 12 p.m.**	22 Marketing: 10 a.m. – 12 p.m. Job Search Branding 1 p.m. – 3 p.m. Microsoft Word 10 a.m. – 12 p.m.**	23 Resume Writing: 10 a.m. – 12 p.m. Job Search Branding: 10 a.m. – 12 p.m.	24
27 Resume Writing: 10 a.m. – 12 p.m. Excel 2: 10 a.m. – 12 p.m.**	28 Personal Branding: 10 a.m. – 12 p.m. Basic Computers: 10 a.m. – 12 p.m.**	29 Marketing: 10 a.m. – 12 p.m. Job Search Branding 1 p.m. – 3 p.m. Microsoft Word 10 a.m. – 12 p.m.**	30 Resume Writing: 10 a.m. – 12 p.m. Job Search Branding: 10 a.m. – 12 p.m.	ATTENTION! **indicates for WIOA participants only!

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Revised 5.20.16

Schedule is subject to change. Please call to confirm schedule.

Equal Opportunity Employer/Program and auxiliary aids and services are available upon request to individuals with disabilities.

Persons with hearing impairments may contact 1-800-255-0135.